



Committee called to order by Heather Leavell, Co-Chairman, on October 12, 2010 at 7:20 p.m.

Members present: Heather Leavell, Roly Chaput, James McGough, Terry Shaoul, Paul McGaffigan, Treasurer, David Formanek, Curator. Absent Members: Geraldine Tremblay, Sarah Burks, Aimee Taberner. Guest: Chuck Luca.

**Minutes of September 14, 2010** - R. Chaput made motion to approve the September 14, 2010 minutes as corrected. H. Leavell second. Unanimously approved.

**Treasurer's Report** - P. McGaffigan distributed the Treasurer's Report and monthly status report. R. Chaput made motion to accept Treasurer's Report and monthly status report. T. Shaoul second. Unanimously approved. Mr. McGaffigan reminded that we have to file an Annual Report.

**Bills** - R. Chaput - submitted a bill for \$175 for three month cleaning services. H. Leavell - made a motion to pay the following bills. 1) Constant Contact in the amount of \$87.00 2) Renew Computer Cafe contract \$119.88 and 3) Reimburse Candy Kish shipping costs for her gift (portrait) to the Museum in the amount of \$227.81. T. Shaoul made motion requesting that the Corporation pay the aforementioned expenses. R. Chaput second. Unanimously approved.

**Communications** - J. McGough recorded a \$50 foreign check (donation) from Patrick Diveret for the photographs he took at the Museum. C. Luca told us of the prize distribution and of the Raffle Tax Receipt from Art on the Green. Board thanked Mr. Luca for his hard work. J. McGough reported that his article in "Growing up in Cambridge Magazine" is in current magazine and passed it around. Mr. McGough sent thank you letter to Mr. Surette for writing the article.

**Archeological Month** - R. Chaput reported on the October 7th talk by Trish Capone at the Historical Society. It was well received and quite interesting. We have our open house on October 24th, children's activities from 1-3pm and walking tour from 3 pm . The Historical Society is having another program on October 26th

**Fundraising** - H. Leavell reported that A. Taberner and S. Burks finished writing grant to Arlington Cultural Council to create a publication on biographical, historical themes around Dallin's time. Ideas - a salon event; tea; speakers, etc. Time for Annual Appeal letter - theme will be the 150th Anniversary. Our donor base needs to grow. Should have two different letters one for regular donors and one for those from our guest book. Will need to order more envelopes.

**Volunteer** - J. McGough presented report. On Town Day 88 visitors signed the guest book. 700 for this year. T. Shaoul made a motion to accept the Volunteer Report. H. Leavell second. Unanimously approved.

**150th Anniversary** - H. Leavell said that Not Your Average Joe's November event, is proposed for Tuesday, November 23, 2010 at 7:00 pm dinner and discussion. H. Leavell would like to look for an intern with Public Relations experience to put a press kit together.

**Old Business** - Rack Cards - R. Chaput spoke with Ashley Lundgren from Rack Card said we were disappointed in returns. They will be keeping whatever supply is out there until they run out. H. Leavell suggested that next time we should try a regular full-sized card. Paintings - J. McGough reported that both paintings have been restored. Lawrence Dallin's House now does not fit in its original frame because of the damage done by Mr. Kmeic. We will get an estimates for inserts and/or frames. Going forward, it was suggested that we be selective in what we choose to restore; check on loan or gift; after restoration do we receive a donation since items will be more valuable. D. Formanek suggested we send letter to donor with photo saying the painting is fully restored but need new frame - would you like to buy one for us? Oral History - J. McGough stated there is nothing to report at this time.

**Projects for 2010** - Mary Baker Eddy Statue - J. McGough has not heard anything from Longyear Museum to date. D. Formanek said he has started the outline. He would like pictures on the screen during the presentation to Longyear Museum Board of Trustees.

**New Business** - Research Requests - H. Leavell distributed draft Research Request form. Form could be posted on the web. Discussion ensued as to time spent for reasearch and possible fees. J. McGough has done all of the research requests thus far and feels that simple answers should be free. C. Luca suggested that we do an "estimate" - if researching is more than 1 hour, go back to requestee to see if they would like to continue the research. C. Luca also suggested additions to form to include - For Official Use Only - Researcher; Date; Hours; Copy of Research. That way we would have a complete record in our files. Changes in the Museum - D. Formanek, requested that only appropriate items be seen in the Museum. That the hallway reconfiguration can be postponed to next year and he would like any future changes in content or signage in the Museum to be cleared through him first.

Meeting adjourned at 9:40 p.m

Terry Shaoul  
Recording Secretary